

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

OFFICE SERVICES SPECIALIST

Role Title: Administrative and Office Specialist III

Position #00142

Pay Band 3, Level I - Hiring Range: \$24,969 - \$37,000

Closing Date: March 28, 2016

Unique opportunity for administrative professional to provide operational and technical support to the Customer Services Unit of the Program Operations Division. This position processes incoming and returned mail, responds to internal and external inquiries, performs on-line inquiries, and enter data into the Agency tracking system. Qualified applicants must have a working knowledge of the Virginia Medicaid program and the managed health care industry. Must demonstrate superior organizational skills with excellent attention to detail, and solid research and analytical skills. Requires demonstrated ability to work efficiently in a high-paced environment and prioritize work assignments to meet defined deadlines. Must be proficient using productivity software such as database, spreadsheet, presentation, or word processing software. Must have proven outstanding written and verbal communication skills with experience presenting information to individuals and small groups with a variety of presentation media. High school graduate with some college coursework in business or public administration preferred; relevant experience/ training may substitute.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA